

TITLE	CLASSIFICATION	SALARY RANGE
Director, Institutional Research	Management Team Educational Administrator	27

SCOPE OF POSITION:

Under the direction of the Vice President, Petaluma Campus, plan, organize, and direct the District-wide functions of the Office of Institutional Research; provide leadership, vision and direction for activities related to institutional research, integrated planning and institutional effectiveness within the District; supervise and evaluate the performance of assigned staff.

KEY DUTIES AND RESPONSIBILITIES:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Serve on Cabinet and collaborate with Cabinet members, Council members and others in reviewing, interpreting and determining implications of District practices and measures of institutional effectiveness; coordinate and participate in the development and analysis of related data; provide District leadership in promoting the use of data and information in decision-making activities.
2. Provide leadership and consultation to faculty, staff, committees and others concerning institutional effectiveness, planning, accreditation, student learning outcomes, student equity and student support, and decision-making activities; respond to inquiries, resolve issues, and provide detailed and technical information concerning related data, research, projects, reports, practices, programs, policies and procedures in compliance with local, State and Federal requirements.
3. Provide leadership for the State-wide California Community Colleges Career and Technical Education (CTE) employment outcomes survey; generate revenues for the District through the CTE outcomes survey.
4. Train, supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; develop, monitor and evaluate staffing needs.
5. Coordinate decision-making support and reporting systems and procedures to meet legal requirements and District needs, goals and objectives; determine scope of system and develop related specifications, designs and tools; develop assessment measures; provide related training and assistance to faculty and staff concerning the utilization of systems and assessment measures.
6. Plan, organize and implement long and short-term programs and activities designed to develop assigned programs and services; develop and administer the District's research agenda in collaboration with the President and Vice Presidents and the mandates of funded research projects.
7. Provide guidance, coordination and leadership for institutional research, including research methodology, data analysis and statistics, developing recommendations and actionable strategies and providing details and technical research and planning reports; assist staff in developing research instruments for data collection and assessment.
8. Submits and validates data for the Integration of Postsecondary Education Data System (IPEDS) Federal survey; provides coordination, leadership, planning, control, and data for various other reports pertaining to institutional effectiveness, strategic and institutional planning and decision-making, and evaluating key performance indicators for District-wide quality improvement.
9. Communicate with faculty, staff, students and external organizations to coordinate activities and programs, resolve issues and exchange information.
10. Provide technical expertise, information and assistance to the Vice President regarding assigned functions; assist in the formulation and development of policies, procedures and programs.

KEY DUTIES AND RESPONSIBILITIES – Continued

11. Develop and prepare the operating budget for the Office of Institutional Research; analyze and review budgetary and financial data; authorize expenditures in accordance with established limitations.
12. Provide support with District federal grant applications; draft evaluation sections of proposals; determine appropriate data sources and specific statistics to use in proposals; participate on grant writing teams.

KNOWLEDGE OF:

1. Research methods and procedures, including quantitative and qualitative analyses.
2. Budget preparation and control.
3. Oral and written communication skills.
4. Principles and practices of administration, supervision and training.
5. Applicable laws, codes, regulations, policies and procedures.
6. Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

1. Coordinate, develop and implement surveys and other research methods in support of institutional assessment, planning, research and decision-making.
2. Effectively train, supervise and evaluate the performance of assigned staff.
3. Communicate effectively both orally and in writing.
4. Interpret, apply and explain rules, regulations, policies and procedures.
5. Establish and maintain cooperative and effective working relationships with others.
6. Operate a computer and assigned office equipment.
7. Analyze situations accurately and adopt an effective course of action.
8. Meet schedules and time lines.
9. Work independently with little direction.
10. Plan and organize work.
11. Direct the maintenance of a variety of reports, records and files related to assigned activities.
12. Demonstrate sensitivity to, and respect for, a diverse population.

QUALIFICATIONS:

Candidates/incumbents must meet the minimum qualifications as detailed below, or file for equivalency. Equivalency decisions are made on the basis of a combination of education and experience that would likely provide the required knowledge and abilities. If requesting consideration on the basis of equivalency, an Equivalency Application is required at the time of interest in a position (equivalency decisions are made by the supervising administrators, in coordination with the department where the vacancy exists, if needed.)

EDUCATION:

Master's Degree required or the equivalent and ability to meet minimum qualifications for current SRJC faculty discipline.

EXPERIENCE:

One year of formal training, internship or leadership experience reasonably related to this assignment.